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**CONTINUITY OF OPERATIONS PLAN
2002**

**NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION**

**SILVER SPRING METRO COMPLEX,
SILVER SPRING, MD**

**UNITED STATES
DEPARTMENT OF COMMERCE**

OCTOBER 2002

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INTRODUCTION

Contained herein is the Continuity of Operations Plan (“COOP or “Plan”) for National Oceanic and Atmospheric Administration operations conducted in the Silver Spring Metro Complex, Silver Spring, MD (“NOAA-SS”). This Plan will ensure that critical functions performed by NOAA personnel in NOAA-SS can be re-established elsewhere in the event of an emergency.

This section contains three laminated pages that summarize actions to be taken under various COOP activation scenarios ranging from the least disruptive to most catastrophic.

More detailed information is available in the General Plan and the informational appendices.

NOAA-SS facilities are located at:

1305 East-West Highway,
Silver Spring, MD 20910-3282

1315 East-West Highway
Silver Spring, MD 20910-3282

1325 East-West Highway
Silver Spring, MD 20910-3283

1335 East-West Highway
Silver Spring, MD 20190-3226

COOP ACTIVATION SCENARIOS

Described in this section are various scenarios under which this COOP may be activated, in ascending order from the least disruptive incident to the most catastrophic.

SCENARIO ONE:

VOLUNTARY ACTIVATION **due to incapacity of Silver Spring Metro Complex Buildings**

IF ONE (or more than one but less than all) SILVER SPRING METRO COMPLEX BUILDING(S) IS /ARE INCAPACITATED, OR OTHERWISE UNUSABLE, key staff from affected Line Offices will relocate to another pre-determined Silver Spring Metro Complex building, or other local NOAA facility, (*See Appendix E*) while damage is assessed and near- and long-term plans are developed. Likely causes of such a disruption could include fire, system/mechanical failure, or loss of utilities.

IF ALL FOUR SILVER SPRING METRO COMPLEX BUILDINGS ARE AFFECTED, key staff from affected Line Offices will relocate to NOAA office space located in the Department of Commerce, Herbert C. Hoover Building, Washington, DC, while damage is assessed and near- and long-term plans are formulated.

STEP 1: Deputy Chief Administrative Officer, in Coordination with Silver Spring Security Chief and Facilities Manager, contacts NOAA COOP Coordinator with a situation report

STEP 2: Situation assessed. Senior NOAA officials, including those above, determine whether situation warrants COOP activation and Site B relocation. If COOP is activated, COOP Coordinator conveys orders to Emergency Management Team to relocate to Site B (Appendices B & E).

SCENARIO TWO:

ORDERED TO ACTIVATE
by White House or other authority
due to imminent threat to
Washington, DC Metropolitan area

This scenario envisions a situation where **all four NOAA-SS and Washington, DC facilities are, or soon may be, incapacitated or otherwise unavailable** for normal business activities. This may be occasioned upon circumstances ranging from severely degraded building air quality to an actual or threatened use of weapons of mass destruction.

- STEP 1:** NOAA leadership receives order to activate COOP based on potential threat to Washington, DC Metropolitan Area.
- STEP 2:** NOAA COOP Coordinator instructs Site C Emergency Management Team (Appendix B) to depart for Site C (Appendix F).
- STEP 3:** NOAA COOP Coordinator directs the transfer of the Under Secretary for Oceans and Atmosphere (NOAA Administrator) to Site C.
- STEP 4:** a) NOAA COOP Coordinator notifies Department of Commerce Security Coordination Center of decision to relocate to Site C by calling [(202) 482-5100 or toll free 1-866-510-1902].
- b) NOAA COOP Coordinator notifies Site C of COOP activation and the need to prepare site for the arrival of the Emergency Management Team.
- STEP 5:** Within 12 hours, the Site C Emergency Management Team assembles at Site C and critical functions are reconstituted

SCENARIO THREE:

AUTOMATIC ACTIVATION

This scenario envisions a situation where the Silver Spring Metro Complex and Washington, DC facilities are incapacitated and rendered unusable. **In addition, the Site C Emergency Management Team is unable to travel to Site C as a result of an actual or threatened use of a weapon of mass destruction, or other catastrophic natural or man-made event.** Under this scenario, the President is likely to have declared a National Security Emergency under E.O. 12656, and other authorities.

ACTION: Pre-selected Field and/or Regional offices assume headquarters leadership of their respective line offices, until further notice.
(See Appendix C)

FOREWORD

The National Oceanic and Atmospheric Administration has operations that must be performed, or rapidly and efficiently resumed, in an emergency. While the impact of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency on our people, our facilities and our mission. NOAA Headquarters Line Offices and Staff Offices have prepared this site specific Continuity of Operations Plan for NOAA Silver Spring Metro Complex operations.

Conrad C. Lautenbacher, Jr.
Vice Admiral, U.S. Navy (Ret.)
Under Secretary of Commerce for
Oceans and Atmosphere

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APPROVALS

Approved:

**Under Secretary of Commerce for
Oceans and Atmosphere**

Date _____

Approved:

NOAA COOP Coordinator

Date _____

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EXECUTIVE SUMMARY

October 2002

EXECUTIVE SUMMARY

This Continuity of Operations Plan for NOAA Silver Spring Metro Complex (NOAA-SS) operations ensures the continuance and uninterrupted delivery of critical services to the public, other Federal agencies, clients, and NOAA personnel which is necessary to enable it to comply with existing statutes, executive orders, and mandates, among which are included the Stafford Act, and other applicable laws, statutes, and regulations. This Plan is prepared in accordance with guidance in Presidential Decision Directive 67 (Ensuring Constitutional Government and Continuity of Government Operations), which requires all federal Departments and agencies to have a viable continuity of operations capability.

This Plan focuses on actions required in the first 12 hours after an incident, although it recognizes that full restoration and reconstitution of NOAA-SS activities may take weeks or months. This Plan also provides for sustained operations for a period of 30-60 days in the event of a catastrophic event affecting the entire Washington Metropolitan Area.

Primary Objectives:

- \$ Protect the safety and well-being of employees and others
- \$ Minimize interruptions to critical functions performed in these facilities
- \$ Ensure continued leadership of NOAA
- \$ Provide for an orderly means of restoring normal operations as quickly and safely as possible

Plan Structure:

- *Introduction and laminated quick-reference guide* to immediate steps required in the even of COOP activation;
- *General Plan* of policies and management guidance; and
- *Appendices* with detailed information

FOR OFFICIAL USE ONLY**Basic Elements**

- **Identification of critical functions** that must be re-established within the first 12 hours
- \$ **Alternate locations** for performing critical functions
- \$ **An Emergency Management Team** to perform the critical functions, including continued command and control of NOAA

Critical Functions

These are functions or operations, that are required to be performed by statute or Executive Order to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and/or sustain the nation's industrial and economic base in an emergency, or other functions deemed essential by the heads of principal organizational elements.

Alternate Sites

An alternate facility capable of supporting critical functions, operations and personnel is critical to COOP planning. An alternate facility must be capable of supporting operations in a threat-free environment, as determined by the geographical location and/or the protective characteristics of the facility.

If some or all of the NOAA-Silver Spring facilities are unusable, critical functions will be relocated to alternate Silver Spring Metro Complex buildings, or other local NOAA facilities. The use of these alternate locations by NOAA-SS will be determined by the heads of Line offices and other major organizations based on the nature of the emergency (*Site B*).

If the entire Washington Metropolitan area is affected, including Silver Spring, MD, senior NOAA officials will relocate to a pre-selected facility distant from the area (*Site C*).

Vital Records

The identification and protection of vital records is necessary to maintain critical functions. A vital records protection program aims to identify vital records, provide ready access to vital records in a disaster or emergency and enables NOAA-SS personnel to meet continuity of operations objectives. NOAA's Office of Finance and Administration, in coordination with the Chief Information Officer, is currently developing a NOAA-wide Vital Records Management and Recovery Plan which will detail procedures for the inventory, storage, protection, cycling, and recovery of vital records

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Orders of Succession

Agencies, and functional units within agencies, are responsible for establishing, promulgating, and maintaining orders of succession to key positions. This Plan provides for an Order of Succession for the Under Secretary, Assistant Administrators, and the Directors of major divisions within NOAA.

Communication

An effective communication plan is provided for in this Plan to assure that NOAA employees, other federal agencies and the public are kept informed during an emergency.

Training, Testing and Evaluations

In order to assure the efficacy of a Continuity of Operations Plan, it is necessary that all select employees are appropriately trained and informed of their roles with regard to its implementation and that the plan is continually tested, evaluated and, when appropriate, amended. A training/testing protocol is provided for in this Plan.

COOP Document Maintenance

The NOAA COOP Coordinator, supported by a Steering Committee representing major organizations within NOAA-SS, is responsible for maintaining this COOP. A protocol for addressing the distribution, reproduction and handling of the sensitive information contained in this Plan has been provided for.

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GENERAL PLAN

October 2002

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GENERAL PLAN

Introduction

NOAA, by law and Executive Order, is required to have the capability to maintain critical functions in the event of an emergency. Each NOAA organizational element, therefore, must be prepared to continue to perform its critical functions during an emergency or threat of an emergency, and to efficiently and effectively re-establish critical functions if they are interrupted.

General Concept

This Plan is designed to continue high priority, critical functions of the NOAA-Silver Spring Metro Complex following a disruption in operations. This plan focuses on actions required in the first 12 hours after an incident, although it recognizes that full restoration and reconstitution of NOAA-SS activities may take weeks or months. During a serious event, such as a national security emergency, when reconstitution of normal business functions in the Silver Spring Metro Complex is impossible, this Plan provides the capability to perform essential functions at a remote location for a period of 30 to 60 days. Additional planning and activities will take place, as necessary, to restore normal NOAA-SS operations or to supplement this Plan with additional space, facilities, and support systems.

Purpose

This Continuity of Operations Plan for NOAA ensures the continuance and uninterrupted delivery of critical services to the public, other Federal agencies, tenants, clients, and NOAA personnel which is necessary to enable NOAA to comply with existing statutes, executive orders, and mandates, among which are included the Stafford Act, and other applicable laws, statutes, and regulations.

This Plan provides policy and guidance for select NOAA personnel to ensure that critical functions are continued in the event of an emergency and includes the deliberate and pre-planned movement of selected key officials and supporting staff to a relocation facility.

The COOP environment is an emergency response environment. Each major NOAA facility, including Washington, DC headquarters, Silver Spring Metro Complex, Regional Administrative Support Centers, and other Regional and Field facilities, will have separate but coordinated COOP's. These Plans will be assimilated by the NOAA COOP Coordinator into one National NOAA COOP.

FOR OFFICIAL USE ONLY**COOP Activation Documentation:**

Activation and deactivation of the COOP will be documented in writing as part of the incident record, including date, time, and reasons for activation/deactivation. Oral decisions will be subsequently documented by written memoranda and incorporated in the incident files.

Applicability and Scope

This COOP provides direction, guidance, and procedures for continuity of operations planning, preparedness, and operations including the reconstitution of normal activities for critical functions performed in the Silver Spring Metro Complex, Silver Spring, Maryland.

Coordination with Silver Spring Metro Complex Occupant Emergency Plan

A distinction must be made between a situation requiring evacuation only and one dictating the need to implement a COOP. For example, a sudden emergency, such as a fire or hazardous materials release, may require the evacuation of an agency building with little or no advanced notice, but for only a short duration. Alternatively, an emergency so severe that an agency facility is rendered unusable and likely will be for a period long enough to significantly impact normal operations, may require COOP implementation. The Under Secretary, Executive Board and NOAA COOP Coordinator will review the emergency and determine the best course of action for response and recovery. This will preclude premature or inappropriate COOP activation.

This Continuity of Operation Plan is designed to work in coordination with the Silver Spring Occupant Emergency Plan. The Occupant Emergency Plan establishes an orderly and safe means for evacuating the Silver Spring facilities in case of emergency and ensures those with special needs are given necessary assistance.

(See Appendix K)

In contrast, this COOP provides for the continuation of critical functions if the Silver Spring facilities cannot be quickly reoccupied after an evacuation. Again, **it is a deliberate and preplanned movement of pre-selected key officials and support staff to a backup facility.**

Informational Appendices

Appendices to this COOP contain detailed supporting information and documentation necessary to successfully implement the plan.

Authorities and References

COOP planning is designed to ensure the continuance and uninterrupted delivery of critical services to the public, other Federal agencies, tenants, clients, and NOAA personnel which is necessary to enable us to comply with existing statutes, executive orders, and mandates, among which are included the Stafford Act, and other applicable laws, statutes, and regulations.

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Principle documents mandating the development and implementation of a COOP include:

- \$ Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, April 3, 1984
- \$ Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, as amended, November 18, 1988
- \$ Executive Order 12919, National Defense Industrial Resources Preparedness, June 6, 1994
- \$ FPC 60 Continuity of the Executive Branch of the Federal Government at the Headquarters Level During National Security Emergencies, dated November 20, 1990
- \$ FPC 65, Federal Executive Branch, Continuity of Operations, July 26, 1999
- \$ National Security Act of 1947, dated July 26, 1947, as amended
- \$ Presidential Decision Directive 39, U.S. Policy on Counter-terrorism, June 21, 1995
- \$ Presidential Decision Directive 62, Protections Against Unconventional Threats to the Homeland and Americans Overseas, May 22, 1998
- \$ Presidential Decision Directive 63, Critical Infrastructure Protection, May 22, 1998
- \$ Presidential Decision Directive 67, Enduring Constitutional Government and Continuity of Government Operation, October 21, 1998
- \$ Executive Order 12148, Federal Emergency Management, dated July 20, 1979, as amended
- \$ 41 Code of Federal Regulations (CFR) 101-20.003, Definitions and 101-20.103-4, The Occupant Emergency Program, revised as of July 1, 1999
- \$ 36 Code of Federal Regulation (CFR) 1236, Management of Vital Records, revised as of July 1, 1998
- \$ Federal Preparedness Circular 65, dated July 26, 1999
- \$ Federal Preparedness Circular 66, dated April 30, 2001
- \$ Federal Preparedness Circular 67, dated April 30, 2001
- \$ Department of Commerce Administrative Order 210-10, Emergency Operations for Departmental Continuity, February 23, 1996
- \$ All NOAA Requirements as applicable

What this COOP Does Not Cover or Address

This COOP **is not** intended to address isolated events that may disrupt some normal activities in the Silver Spring Metro Complex buildings, if employees are still able to conduct reasonably normal business activities without threats to their health or safety. Examples of such incidents are failures (such as individual elevators being out of service) or loss of information technology capabilities (such as E-mail or LAN services). Silver Spring Metro Complex facilities management officials are responsible for addressing isolated facility-related matters.

RESPONSIBILITIES

Under Secretary of Commerce for Oceans and Atmosphere/NOAA Administrator

- \$ Direct the NOAA COOP Coordinator in developing and activating the NOAA COOP Plan
- \$ Provide overall policy direction, guidance, and objectives for continuity of operations planning
- \$ Provide policy direction, guidance, and objectives during an incident for the implementation of the COOP
- \$ Consult with and advise appropriate senior-level Federal officials during implementation of the COOP
- \$ Participate in periodic intra- and interagency COOP exercises to ensure effective coordination and mutual support

NOAA COOP Coordinator

- \$ Maintain a list of current work and after-hours contact information for NOAA Leadership (including heads of Line Offices and major divisions)
- \$ Provide detailed COOP briefings to individuals in the Under Secretary's Line of Succession
- \$ Provide advice and assistance to other NOAA personnel in the development of site-specific COOPs
- \$ Assist in the development, conduct and evaluation of COOP exercises for NOAA
- \$ Coordinate the development of the NOAA-wide COOP
- \$ Assess the severity of an emergency, in cooperation with the COOP Emergency Management Team
- Serve as the team leader for the COOP Emergency Management Team during incidents
- \$ Maintain alternate or shared facilities in a readiness state
- \$ Ensure the pre-positioning of essential data/vital records including classified or sensitive equipment and records
- \$ Ensure the availability of reliable and interoperable telecommunications and information processing equipment
- \$ Participate in periodic intra- and interagency COOP exercises to ensure effective coordination and mutual support
- \$ Serve as the liaison with the Department of Commerce COOP Coordinator

COOP Emergency Management Team

- \$ Assure continuing operation of critical functions of NOAA-SS
- \$ (See Appendix B for Emergency Management Team and Appendix F for Site C location information)

COOP Steering Committee

The COOP Steering Committee consists of Line Office COOP Team members. Headed by the NOAA COOP Coordinator, this group will address and resolve COOP policy issues, advise the NOAA COOP Coordinator, ensure the COOP is accurate, in compliance with current policies, and is coordinated with other related NOAA and Department of Commerce plans. Members will also be responsible for keeping their principals advised on COOP matters. Finally, Steering Committee members will develop and participate in training and testing of the plan.

NOAA Building Manager

- \$ Provide NOAA COOP Coordinator with event-specific information including preliminary impact analysis, suggested occupancy or use, and any implications to operation
- \$ Coordinate facility access for emergency responders (fire, policy, etc.)

U.S. Department of Commerce, Office of Security

- \$ Risk assessment and contingency planning for threats to personnel or their capability to operate within the NOAA Silver Spring facilities
- \$ Notification of Under Secretary of Commerce and NOAA COOP Coordinator in event of an emergency

Chief Information Officer (CIO)

- Develop policies to assure that records are routinely backed-up and maintained at secured off-site facilities. Protection and recovery, to the extent possible, of mission critical, non-electronic files will be the responsibility of each organization, in coordination with NOAA's Records Management Officer.

Assistant Administrators/ Directors of OMAO and CFO/CAO

- Provide information and support for maintenance of this plan
- Provide policy advice to the Under Secretary of Commerce and NOAA COOP Coordinator for implementation activities during activation of this plan
- Maintain up-to-date emergency contact lists of key staff, including home phone numbers or addresses, and ensure that such lists are available in the event of an emergency
- Assist as necessary with the verification and identification of employees during activation of this plan

FOR OFFICIAL USE ONLY**General Counsel**

- Maintain up-to-date orders of succession and delegations of authority
- Serve as successor to the Under Secretary of Commerce, as reflected in the Order of Succession
- Provide legal advice to the Under Secretary

Employees

- Review and understand the procedures for emergency evacuation of the Silver Spring Metro Complex facilities in the “Occupant Emergency Plan” (**See Appendix K**)
- Report to work to perform critical functions as detailed in this COOP, or as requested
- Provide appropriate current contact information to their supervisors

Deputy Chief Administrative Officer

- Assure continuity of services in functional areas of acquisition, human resources, and facilities services.

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CRITICAL FUNCTIONS

In addition to the critical functions performed in the Silver Spring Metro Complex (**See Appendix D**) the following minimum essential functions will be performed regardless of the nature of the disruption. Additional specific critical functions and activities of the organizations covered by this plan may be critical depending on the nature, timing, severity, and duration of the disruption.

Minimum Essential Functions and Activities

- (1) Protect the health and safety of employees, on-site contractors, visitors and the public
- (2) Provide support services for employees and/or their families directly affected by the event or incident
- (3) Protect critical facilities, systems, equipment and records in the Silver Spring facility
- (4) Ensure continued and uninterrupted command, control, and leadership of the Office of the Under Secretary
- (5) Communicate with employees, senior Department of Commerce staff, field offices, the Executive Office of the President, the Congress, and the public
- (5) Provide services and activities under the Federal Response Plan, the National Contingency Plan, the Federal Radiological Emergency Response Plan and other similar plans and agreements
- (6) Repair, restore, or replace damaged facilities, equipment, and services
- (7) Protect and, if necessary, restore historic, artistic, and museum objects and artifacts, including architectural elements of NOAA
- (8) Restore and reconstitute normal functions and activities of organizational units housed in the Silver Spring Metro Complex facilities.

FOR OFFICIAL USE ONLY**ALTERNATE SITES****SITE B:**

Under Activation Scenario One, where one or more but less than all Silver Spring Metro Complex facilities is/are incapacitated, or otherwise rendered unusable, key staff from affected NOAA Line Offices will relocate to a pre-determined location in another Silver Spring Metro Complex facility. The NOAA Administrator's Executive Suite in the Silver Spring Metro Complex Building 3 will be made available to Line Office leadership. If Building 3 is unusable, Line Offices will relocate to other NOAA-SS buildings. The National Weather Service (NWS), National Environmental Satellite, Data and Information Service (NESDIS), National Marine Fisheries Service (NMFS) and the Office of Oceanic and Atmospheric Research (OAR) have arranged for temporary relocation to other NOAA buildings in the general vicinity. **(See Appendix E)**

If, however, all four Silver Spring Metro Complex buildings are rendered temporarily unusable, but the same incident has not affected Washington, DC, temporary office space will be made available in the Department of Commerce, Herbert C. Hoover Building, (again, with the exception of NWS, NESDIS, NMFS and OAR). **(See Appendix E)**

SITE C:

Activation Scenario Two envisions a situation where **all four NOAA-SS and Washington, DC facilities are, or soon may be, incapacitated or otherwise unavailable** for normal business activities. This may be occasioned upon circumstances ranging from severely degraded building air quality to an actual or threatened use of weapons of mass destruction. In the latter case, the President is likely to have declared a National Security Emergency under E.O. 12656, and other authorities.

Under these circumstances, the Site C Emergency Management Team will make their way to Site C to staff a temporary facility and re-establish critical functions within twelve hours. **(See Appendices F&L)**

ALTERNATE LINE OFFICE HEADQUARTERS:

This scenario envisions a situation where not only are the Silver Spring Metro Complex and Washington, DC facilities incapacitated but the entire Washington Metropolitan Area has been affected, and, the Site C Emergency Management Team is unable to travel to Site C. This may be occasioned upon circumstances such as an actual or threatened use of a weapon of mass destruction, or other catastrophic natural or man-made event. Under this scenario, the President is likely to have declared a National Security Emergency under E.O. 12656, and other authorities.

Under these circumstances, pre-selected Field and/or Regional offices assume headquarters leadership of their respective Line Offices, until further notice. (See Appendix C)

VITAL RECORDS

The identification and protection of vital records is necessary to maintain critical functions. A vital records protection program aims to identify vital records, provide ready access to vital records in a disaster or emergency, and enables NOAA-SS personnel to meet continuity of operations objectives. The Office of Finance and Administration, in coordination with the Department of Commerce Records Management Office, and NOAA's Chief Information Officer, is currently developing a NOAA-wide Vital Records Management and Recovery Plan, which will be used in conjunction with this NOAA-SS COOP.

This Vital Records Management and Recovery Plan will identify records that are vital to the continued operation of NOAA in the event of enemy attack or other emergency and detail procedures for the inventory, storage, protection, cycling and recovery of vital records.

(See **Appendix G**)

Objectives of a Vital Records Management and Recovery Plan

- Assign responsibilities for plan implementation and execution
- Ensure vital records are evaluated on the basis of their necessity in carrying out emergency operations or in protecting the rights and interests of citizens and the Government and not on their value as permanent records
- Ensure that emergency operating records vital to the continuity of critical functions during a national/regional emergency or disaster will be available at Site C in the event that those sites are activated in an emergency
- Safeguard legal and financial records essential to the preservation of the legal rights and interests of individual citizens and the Government
- Ensure vital records are easily retrievable and maintained in proper condition
- Ensure that a current inventory of vital records is readily accessible
- Outline procedures for and prioritize the recovery of vital records during an emergency
- Ensure damage to vital records during an emergency is minimized
- Provide procedures for the recovery of damaged records

ORDERS OF SUCCESSION/DELEGATIONS OF AUTHORITY

Succession

Agencies, and functional units within agencies, are responsible for establishing, promulgating, and maintaining orders of succession to key positions. **This Plan provides for an Order of Succession for the Under Secretary, Assistant Administrators, and the Directors of major divisions within NOAA (See Appendix H).** List of incumbents of designated positions must be kept current and available; all changes should be made as promptly as possible and attached to the existing position designations. The number of designations for a given position should be sufficient to allow multiple absences among those designated while providing uninterrupted leadership, especially in emergencies such as the activation of this COOP.

The list of designated positions, and the designated successors therein, must be reviewed and updated. Changes in office staffing or structure that affect the designated positions should be reflected in revised designations as promptly as possible

The designation of successor positions and the incumbents in those positions are considered Emergency Operating Records of the originating office and are to be identified and protected in accordance with NOAA's Vital Records Plan.

Delegations of Authority

To ensure rapid response to any emergency situation requiring COOP implementation, agencies pre-delegate authority for making policy determinations and decisions at headquarters, regional levels and field offices, as appropriate. **The designation of successors includes providing each successor with a delegation of authority sufficient to perform any necessary duties in the event of the activation of this COOP.** Delegations of authority for each Line Office successor are in place and follow the text below.

The following positions in the [name of organization] will automatically succeed the head of the organization in the absence of the incumbent head and in the order listed. Incumbents in all of the positions listed are hereby delegated the authority to perform all duties and responsibilities of the head of the organization when required to ensure continued, uninterrupted direction and supervision and to perform critical functions and activities of the office. The authority to act as the head of [name of organization] may be exercised only when an official in one of the following positions is reasonably certain that no superior in the list is able and available to exercise the authority and when the nature of the situation requires immediate action. Individuals acting as successors will be relieved of their authority as soon as a supervisor on the list assumes the role of successor, or when an official with the requisite authority designates a permanent or acting head of the office. Individuals exercising the authority of the head of the office will keep a record of important actions taken and the period during which they have exercised that authority.

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COMMUNICATION AND COORDINATION

Employees

During Normal Duty Hours:

Appropriate information will be transmitted to NOAA employees during the incident through as many different modalities as possible, including: public address system, e-mail, management chain, phone trees and sound alarms.

After Normal Duty Hours:

For employees still on site, appropriate information will be transmitted to NOAA employees during the incident through as many different modalities as possible, including public address system, e-mail, management chain, phone trees and sound alarms. For employees no longer on site, the majority will be able to react to instructions from various forms of media or direct contact with them at home, including the requirement for pre-selected staff to relocate following proper notification.

In addition to news media announcements, employees will be encouraged to use the NOAA Web site and the emergency information number (800-_____) for more information.

In the event of COOP activation, employees who do not have a role or responsibility in the COOP process will be “on call,” in “standby status,” and placed on paid administrative leave, unless otherwise notified.

Notification Procedures

When practicable and appropriate, advance notification of COOP activation, including threat or warning information, will be provided to personnel with assigned responsibilities under this Plan and to others as the situation warrants.

To facilitate emergency notification of COOP Emergency Management Team members and to provide additional communication capabilities the leadership and key members of the COOP Emergency Management Team will use cellular phones, satellite phones, pagers and GETS cards. Those individuals are expected to respond to pages and phone calls in a reasonable period of time and to make alternate arrangements in the event of extended absences from the local area.

News Media

NOAA's Office of Public and Constituent Affairs and Line Office Public Affairs staffs will work through the Department of Commerce Office of Public Affairs and coordinate and manage all information about the emergency that is released in public statements or to the news media.

The NOAA Office of Public and Constituent Affairs will serve as the spokesperson, coordinating

closely with the Department of Commerce Office of Public Affairs. As soon as possible, accurate information to explain the crisis, measures being employed by the Department for safety, recovery and/or relocation will be shared with the media and the public through the use of media announcements and press statements for use by the electronic media (radio, TV, Internet) and the press. NOAA Office of Public and Constituent Affairs will work with the media to ensure and promote a positive understanding of response, recovery and mitigation activities being employed by NOAA.

Other External and Intergovernmental Communication/Coordination

Communication with external entities, such as national leadership and intergovernmental communication will be handled, as appropriate, by the Department of Commerce, NOAA Office of Legislative Affairs, and the Office of Sustainable Development and Intergovernmental Affairs, in coordination with:

- Office of Management and Budget
- Constituent Groups
- Congressional Members, Committees and Staffs
- Other Federal Agencies

FOR OFFICIAL USE ONLY**TRAINING, TESTING AND EVALUATIONS****Support for General Awareness, Training, and Exercises**

All employees must be made aware that a Continuity of Operations Plan is in place and advised as to what they are expected to do in various disruptive situations to best support safety requirements and the continuation of mission critical functions.

Besides awareness, the COOP dictates general training and periodic drills to ensure the plan can be effectively executed when required. Such training and any supporting drills will take into account the sensitivity of certain information in the Plan, e.g., specifics on relocation sites and home phone numbers, to minimize unauthorized access.

COOP Emergency Management Team Training

Emergency Team Members will be trained in COOP implementation and advised of their roles and responsibilities thereunder. Emergency Team Members will ensure their contact information is kept up-to-date.

Testing

Testing of selected notification procedures by the Emergency Management Team leaders will be conducted semi-annually, with a check of the viability of the entire notification system being conducted at least annually.

Emergency Team Members will help execute and evaluate COOP scenario activation drills semi-annually. A senior level evaluation will follow each exercise within 48 hours. A “lessons learned” list will be prepared and appropriate changes made, as necessary.

Full COOP Simulation will be conducted annually with Site C being fully activated.
(See Appendix I)

NOTE: Other exercises will include annual activation of the Silver Spring Metro Complex Occupant Emergency Plan

BUSINESS/PERSONNEL MANAGEMENT

BUSINESS

General Property Management Procedures

Materials acquired during Emergency Organization operations with a unit value in excess of \$5,000 and "sensitive materials" (personal computers, laptops, fax machines, VCRs, weapons, etc.) regardless of cost, will be identified and controlled as accountable property using the Bureau-recognized Personal Property Management System in accordance with US Government, Departmental, and Bureau-specific policies and procedures.

COST ACCOUNTING/REPORTING

Planning and Preparedness Costs

Costs of staff time, travel, routine supplies, and other activities associated with preparation and maintenance of the COOP, will be covered from normal office budgets. Offices are expected to cover costs of routine vital records protection measures, reference materials, and other items necessary to be prepared to conduct essential activities.

Personnel

The NOAA Office of Finance and Administration will attend to the following:

Time and Attendance

Ensure that "time" for Emergency Management Team members, and others affected by activation of this COOP, is accounted for on the standard T&A worksheet. If it is possible to record time and attendance in the normal manner, that should be done. Otherwise, T&A data can be called-in to the timekeeper of record, or reported via e-mail.

If, however, given the nature of the event normal T&A processes are impossible to perform, a pre-authorized OFA official will provide a pre-defined code to the federal payroll processing facility authorizing payment of salaries and benefits.

Assignments and Work Scheduling

The Emergency Management Team, supervisors, and managers have the authority to assign other emergency team members to perform whatever kind of work is necessary to carry out the mission of the agency. Assignments do not have to be reflected in employees' official position descriptions. "Other duties as assigned" always applies regardless of position, grade, location, bargaining unit coverage or condition of employment. They also manage work and rest periods, and assignment duration and operational periods, for assigned emergency team members to maintain safe, productive activities.

Acquisition of Supplies, Materials and Services

All acquisitions for supplies, materials and services processed to support the Emergency Organization operations will be processed in accordance with the Federal Acquisition Regulations (FAR) and shall fully utilize the flexibilities allowed under the FAR for COOP and/or emergency situations. Increases in acquisition delegations of authority, as necessary, will be granted by the Director, Acquisition and Grants Office.

Purchase Cards/Procurement Guidance

Emergency requests for delegated acquisition authority or changes to existing authorities should be referred (via e-mail or fax) to the appropriate Agency Program Coordinator (APC) in Headquarters or the Administrative Support Centers. Such requests will be processed on an expedited basis and coordinated with the Purchase Card Contractor. For guidance and assistance in processing purchase card acquisitions, cardholders should contact their APC or the Acquisition Policy Chief in Headquarters. Questions or guidance needed for all other types of acquisitions can be referred to the Acquisition Policy Chief in Headquarters.

Claims Procedures

Claims against the Government may be filed by any aggrieved person, or his/her authorized agent or legal representative. Claims may be filed for property loss, property damage, personal injury, or death. Tort claims against the Government must be submitted within two years of the loss.

Claims for Employee Personal Property

In the event that an item of an employee's personal property is damaged, destroyed, or lost during an accident or emergency, the individual will file Form CD-224 (Employee Claim For Loss Or Damage To Personal Property) with the NOAA Claims Officer in the Finance Division. The procedures are in NAO 203-17, Personal Property Claims.

FOR OFFICIAL USE ONLY**COOP DOCUMENT MANAGEMENT**

The sensitive nature of the information in this Plan dictates special care in managing its reproduction, distribution and handling. A balance must be achieved that ensures the right people have timely access to the information they need, while restricting the opportunity for close-hold information to get into the hands of those who have no need for access. This balance will be attained through a number of measures. These include:

- (1) Use of the "For Official Use Only" designation for the plan and related support materials
- (2) Use of numbered copies and signed logs or receipts for controlling distribution
- (3) Restricted distribution of select portions of the plan, e.g., classified appendices

In coordination with the NOAA COOP Coordinator, the COOP Steering Committee will ensure that the Plan is accurate, in compliance with current policies, and is coordinated with other related NOAA and Department of Commerce Plans. Members will be responsible for keeping their principals advised on COOP matters. Additionally, the Steering Committee will develop and participate in training and exercising and testing of the plan.

Individuals authorized to receive plan copies will be required to sign to acknowledge receipt of a copy of this Plan and to, return all copies and supporting materials to their respective Line Offices if access is no longer required, e.g., when moved to a new position or terminated, and to provide appropriate protection to sensitive information in this plan, using "need to know" as a primary criteria for access.

Copying and Extracts

Prior authorization by the respective Line Office is required before making copies of the entire Plan or any part of the Plan.

EMERGENCY CONTACT INFORMATION FOR NOAA COOP COORDINATOR AND ALTERNATES

CRAIG R. O'CONNOR

**NOAA COOP COORDINATOR &
DEPUTY GENERAL COUNSEL**

Office Address: 14th & Constitution Ave., N.W., HCHB 5814A
Washington, DC 20230

Home Address: 11826 Wayland Street
Oakton, VA 22124

Pager: 888-860-6135

Office Main Number: 202-482-4080

Cellular: 202-494-5314/240-832-0996

Office Direct Line: 202-482-3044

Home: 703-716-1920

Office STE: 202-208-2435

Home STE /Fax: 703-716-1922

Satellite Phone: 254-377-7069

CAPTAIN RICHARD R. BEHN

EXECUTIVE DIRECTOR TO THE DEPUTY UNDER SECRETARY

Office Address: 14th & Constitution Ave. N.W., HCHB 5810
Washington, DC 20230

Home Address: 470 Rams Head Court
Rockville, MD 20853-1142

Office: 202-482-3565

Cellular: 202-494-0104

Home: 301-570-8088

NOAA SECURITY

VACANT

(202) 607-7466 (Duty Officer)

(301) 713-0333 24/7 Command Center

RICK SHIMON

SPECIAL AGENT IN CHARGE

OFFICE OF GENERAL COUNSEL/NATIONAL SECURITY DIVISION

Office Address: 1315 East West Highway, Suite 10601
Silver Spring, MD 20910

Home Address: 5701 Hampton Forest Way
Fairfax, VA 22030

Pager: 888-762-9152

Office Direct: 301-713-9020

Office Main Number: 301-713-9278

Home w/STE: 703-631-6331

Cellular: 240/832-1301

Office STE: 301-713-9116

Satellite Phone: 254-377-7068

APPENDIX B

EMERGENCY CONTACT INFORMATION FOR SITE C EMERGENCY MANAGEMENT TEAM

I. NOAA COOP COORDINATOR AND ALTERNATES

CRAIG R. O'CONNOR

NOAA COOP COORDINATOR &

DEPUTY GENERAL COUNSEL

Office Address: 14th & Constitution Ave., N.W., HCHB 5814A

Washington, DC 20230

Home Address: 11826 Wayland Street, Oakton, VA 22124

Pager: 888-860-6135

Office Main Number: 202-482-4080

Cellular: 202-494-5314/240-832-0996

Office Direct Line: 202-482-3044

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Office STE: 202-208-2435

Home STE /Fax: 703-716-1922

Satellite Phone: 254-377-7069

CAPTAIN RICHARD R. BEHN

EXECUTIVE DIRECTOR TO THE DEPUTY UNDER SECRETARY

Office Address: 14th & Constitution Ave. N.W., HCHB 5810

Washington, DC 20230

Home Address: 470 Rams Head Court, Rockville, MD 20853-1142

Office: 202-482-3565

Cellular: 202-494-0104

Home: 301-570-8088

RICK SHIMON

SPECIAL AGENT IN CHARGE

OFFICE OF GENERAL COUNSEL/NATIONAL SECURITY DIVISION

Office Address: 1315 East West Highway, Suite 10601

Silver Spring, MD 20910

Home Address: 5701 Hampton Forest Way, Fairfax, VA 22030

Pager: 888-762-9152

Office Direct: 301-713-9020

Office Main Number: 301-713-9278

Home w/STE: 703-631-6331

Cellular: 240/832-1301

Office STE: 301-713-9116

Satellite Phone: 254-377-7068

SITE C EMERGENCY MANAGEMENT TEAM (continued)

II. NOAA LEADERSHIP

UNDER SECRETARY

CONRAD C. LAUTENBACHER, JR.

Vice Admiral U.S. Navy (Ret.)

(202) 482-3436 (Office)

(202) 253-5257 (Cell)

(703) 425-4306 (Home)

Assistant Secretary

JAMES (Jim) R. MAHONEY

(202) 482-3567 (Office)

(202) 997-3094 (Cell)

(703) 726-3955 (Home)

Deputy Under Secretary

SCOTT B. GUDS

(202) 482-4569 (Office)

(202) 494-2625 (Cell)

(877) 656-0823 (Pager)

(703) 549-3375 (Home)

Deputy Assistant Secretary

TIM KEENEY

(202) 482-3567 (Office)

(202) 997-3095 (Cell)

(301) 773-7340 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

III. NOAA SENIOR OFFICIALS

NATIONAL WEATHER SERVICE

Director

John J. ("Jack") Kelly, Jr.

(301) 713-9095 (Office-Direct)

(240) 604-4362 (Cell)

(703) 818-8418 (Home)

Chief Information Officer

Barry C. West

(301) 713-1360 x158 (Office)

(877) 613-0393 (Pager)

(301) 938-8498 (Cell)

(410) 721-8642 (Home)

***Deputy Director**

John Jones

(301) 713-0711 (Office)

(301) 580-0887 (Cell)

(877) 529-9469 PIN 7249 (Pager)

(301) 879-0271 (Home)

*not going to Site C but back-up contact
point for Director Kelly*

***NCEP SENIOR DUTY METEOROLOGIST**

24/7 CONTACT

(301) 763-8298 or

(301) 763-8000 x7361

NATIONAL MARINE FISHERIES SERVICE

Assistant Administrator

Bill Hogarth

(301) 713-2239 (Office)

(301) 943-3849 (Cell)

(301) 942-4406 (Home)

**Deputy Assistant Administrator
for Operations**

John Oliver

(301) 713-2239 (Office)

(301) 717-5084 (Cell)

(800) 759-8255 Pin# 3026454 (Pager)

(301) 754-0204 (Home)

**Deputy Assistant Administrator
for Regulatory Programs**

Rebecca Lent

(301) 713-2239 (Office)

(240) 460-7575 (Cell)

(301) 608-7518 (Home)

Director, Law Enforcement

Dale Jones

(301) 427-2300 (Office)

(301) 661-6773 (Cell)

(888)-946-1963 (Pager)

(301) 790-0266 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

NMFS (Cont'd)

Deputy Chief, Law Enforcement

Mark Spurrier

(301) 427-2300 x129 (Office)

(301) 661-1315 (Cell)

(888) 946-2955 (Pager)

(410) 552-4886 (Home)

Director, Seafood Inspection

Sam McKeen

(301) 713-2351 x214 (Office)

(301) 871-3350 (Home #1)

(302) 945-1825 (Home #2)

(301) 807-1574 (Cell)

Larry Tyminski, IT

(301) 713-2372 x140 (Office)

(301) 343-6201 (Cell)

(301) 879-2841 (Home)

NATIONAL ENVIRONMENTAL SATELLITE, DATA AND INFORMATION SYSTEM

Assistant Administrator

Greg Withee

(301) 713-3578 (Office)

(301) 518-0489 (Cell)

(240) 497-0679 (Home)

Mary Glackin

Deputy Assistant Administrator

(301) 713-2010 (Office)

(301) 943-0019 (Cell)

(410) 750-6797 (Home)

Chief Financial Officer

Warren Hall

(301) 713-9476 (Office)

(301) 467-7052 (Cell)

(301) 962-1988 (Home)

Chief Information Officer

Rob Mairs

(301) 713-1261 (Office)

(240) 687-1383 (Cell)

(410) 956-5633 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

OCEANIC AND ATMOSPHERIC RESEARCH

Acting Assistant Administrator

Louisa Koch

(301) 713-2458 x139 (Office)

(301) 351-0861 (Cell)

(301) 592-9333 (Home)

Executive Director

Mary Langlais

(301) 713-1495 (x140) (Office)

(301) 785-0626 (Cell)

(301) 340-6998

Director, Office of Scientific Support

Russell Callender

(301) 713-2465 x119 (Office)

(301) 252-9415 (Cell)

(301) 879-7405 (Home)

OFFICE OF MARINE AND AVIATION OPERATIONS

Director

RADM Evelyn J. Fields

(301) 713-1045 (Office)

(301) 910-3296 (Cell)

(301) 916-5526 (Home)

(800) 313-1921 (Pager)

***Director, Marine Operations Center**

RADM Nicholas A. Prahl

(757) 441-6168 (Office)

(757) 630-7118 (Cell)

(757) 638-1452 (Home)

Emergency After Hours Number:

(757) 441-6206

not going to Site C but back-up contact point for RADM Fields

Deputy Director

Bob Taylor

(301) 713-1045 (Office)

(301) 602-0195 (Cell)

(301) 570-9207 (Home)

Chief Financial Officer

Donnie Spillman

(301) 713-1045 (Office)

(301) 869-3223 Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

NATIONAL OCEAN SERVICE

Acting Assistant Administrator

Jamie Hawkins

(301) 713-3074 x156 (Office)

(301) 908-1617 (Cell)

(800) 759-8888 PIN 1206484 (Pager)

(703) 780-4094 (Home)

**Deputy Director, National
Geodetic Survey**

Dave Zilkoski

(301) 713-3222 x141 (Office)

(301) 529-0149 (Cell)

(301) 963-1455 (Home)

Director

**Center for Operational Oceanographic
Products and Services**

Mike Szabados

(301) 713-2981 (x126)

(301) 704-5316 (Cell)

(301) 972-4704 (Home)

IV. STAFF OFFICES

OFFICE OF FINANCE AND ADMINISTRATION

**Chief Financial Officer/Chief Administrative
Officer**

Sonya Stewart

(202) 482-2291 (Office)

(202) 494-4975 (Cell)

(703) 556-3343 (Home)

**Deputy Chief Financial Officer
Jolene Lauria Sullens**

(202) 482-0917 (Office)

(202) 841-0150 (Cell)

(410) 586-3705 (Home)

**Deputy Chief Administrative Officer
Helen Hurcombe, Acting**

(301) 713-0836 (Office)

(301) 908-4237 (Cell)

(410) 703-3417 (Cell)

(301)-650-3352 (Pager)

(410) 391-8534 (Home)

**Acting Director, Acquisitions
and Grants**

Dick Bennett

(301) 713-0836 (Office)

(301) 908-4237 (Cell)

(703) 250-3527 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

GENERAL COUNSEL

CRAIG R. O'CONNOR
**NOAA COOP COORDINATOR &
DEPUTY GENERAL COUNSEL**

Pager: 888-860-6135
Office Main Number: 202-482-4080
Cellular: 202-494-5314/240-832-0996
Office Direct Line: 202-482-3044
Home: 703-716-1920
Office STE: 202-208-2435
Home STE /Fax: 703-716-1922
Satellite Phone: 254-377-7069

RICK SHIMON
SPECIAL AGENT IN CHARGE
OFFICE OF GENERAL COUNSEL/NATIONAL SECURITY DIVISION

Pager: 888-762-9152
Office Direct: 301-713-9020
Office Main Number: 301-713-9278
Home w/STE: 703-631-6331
Cellular: 240/832-1301
Office STE: 301-713-9116
Satellite Phone: 254-377-7068

CHIEF INFORMATION OFFICE

Chief Information Officer
Carl Staton

(888) 268-7841 (Pager)
(240) 463-8289 (Cell)
(301) 713-3573 (Office)
(301) 570-0359 (Home)

Deputy Chief
Bill Turnbull

(301) 713-3573 (Office)
(240) 462-1096 (Cell)
(301) 949-1133 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

LEGISLATIVE AFFAIRS

Director

MaryBeth Nethercutt

(202) 482-4981 (Office)

(202) 253-1828 (Cell)

(571) 212-7384 (Cell)

(703) 827-2203 (Home)

Deputy Director

Todd Ungerecht

(202) 482-5597 (Office)

(703) 362-6884 (Cell)

(202) 542-7381 (Pager)

(703) 329-1797 (Home)

PUBLIC AND CONSTITUENT AFFAIRS

Director

Jordan P. St. John

(202) 482-6132 (Office)

(877) 382-9786 (Pager)

(703) 847-8834 (Home)

Alternate for Site C

Kent Laborde

(202) 482-5757

EXECUTIVE SECRETARIAT

Director

Doris Kohler

(202) 482-2985 (Office)

(301) 646-0266 (Cell)

(410) 604-1951 (Home)

V. SECURITY AND FACILITIES

Manager, NOAA Security

VACANT

(202) 607-7466 Duty Officer

(301) 713-0333 24/7 Command Center

Facility Manager, SSMC

Roy Eckert

(301) 713-0937 x110 (Office)

301) 370-9185 (Cell)

(301) 871-3190 (Home)

ALTERNATE LINE OFFICE HEADQUARTERS

**(IF SILVER SPRING AND WASHINGTON, DC
FACILITIES ARE INCAPACITATED AND SITE C
EMERGENCY MANAGEMENT TEAM UNABLE
TO TRAVEL TO SITE C)**

LINE OFFICE: NATIONAL WEATHER SERVICE

ALTERNATE: National Weather Service Central Region Headquarters
7220 NW 101st Terrace
Kansas City, MO 64153
Director, Dennis McCarthy
(816) 891-8914 (Office)
(888) 578-5584 (Pager)
(816) 591-9704 (Cell)
(816) 880-9392 (Home)

**LINE OFFICE: NATIONAL ENVIRONMENTAL SATELLITE DATA, AND
INFORMATION SERVICE**

ALTERNATE: National Climatic Data Center
Federal Building
151 Patton Avenue
Asheville, NC 28801
Director, Tom Karl
(828) 271-4800 (Office - Main)
(828) 271-4476 (Office - Direct)
(828) 236-4270 (Pager)
(828) 231-0552 (Cell)
(828) 251-5453 (Home)

LINE OFFICE: NATIONAL OCEAN SERVICE

ALTERNATE: Coastal Services Center
2234 South Hobson Avenue
Charleston, SC 29405
Director, Margaret Davidson
(843) 740-1220 (Office)
(800) 651-2546 (Pager)
(843) 834-3515 (Cell)
(843) 577-6133 (Home)

LINE OFFICE: MARINE AND AVIATION OPERATIONS

ALTERNATE: Marine Operations Center - Atlantic
439 W. York Street
Norfolk, VA 23510
Rear Admiral Nicholas A. Prahl
(757) 441-6776 (Office)
(757) 630-7118 (Cell)
(757) 638-1452 (Home)

LINE OFFICE: OCEANIC AND ATMOSPHERIC RESEARCH

ALTERNATE: Forecast Systems Laboratory
David Skaggs Research Center
325 Broadway
Boulder, CO 80303
Director, Dr. Alexander E. (Sandy) MacDonald
(303) 497-6378 (Office)
(303) 898-7637 (Cell)
(303) 442-0394 (Home)

LINE OFFICE: NATIONAL MARINE FISHERIES SERVICE

ALTERNATE: NOAA Western Regional Center
7600 Sand Point Way, NE
Seattle, WA 98115
Director, Alaska Regional Office
Jim Balsiger
(907) 586-7221 (Office)
(907) 321-7221 (Cell)
(907) 780-4668 (Home - Juneau, AK)
(425) 868-6195 (Home, Redmond, WA)
Assisted by:
Administrator, Northwest Region
Robert ("Bob") Lohn
(206) 526-6150 (Office)
Director, Alaska Fisheries Science Center
Douglas DeMaster, Ph.D.
(206) 526-4000

CRITICAL FUNCTIONS

SUMMARY

National Weather Service

- 1) Worldwide collection, packaging, and dissemination of weather observations, numerical prediction guidance, weather forecasts and weather warnings
- 2) Technical support to field operations and services including observations, numerical prediction modeling, hydrologic applications (flooding, precipitation and water level), and weather and climate predictions and warnings
- 3) River and Rain/Snow Data

National Ocean Service

- 1) Provision of real-time water levels, currents, winds, and other oceanographic and marine meteorological measurements for major U.S. port areas
- 2) Provision of global positioning system technology and the existing nationwide GPS network to enable other Federal, State, and local entities to survey location information and accurately identify disaster area features
- 3) Coastal mapping and airport survey/damage assessment

National Environmental Satellite, Data and Information System (Silver Spring and Washington DC Metropolitan Area)

- 1) Management and leadership of NESDIS, and critical programmatic support of satellite command and control, data acquisition, archive and access for other NOAA offices and the nation.
- 2) Operation and control of geostationary and polar-orbiting environmental satellites
- 3) Satellite data processing and distribution of geostationary and polar-orbiting data
- 4) U.S. search and rescue operations
- 5) Delivery of oceanographic data

Office of Marine and Aviation Operations

Operation of environmental/scientific research aircraft and ships for:

- 1) hurricane surveillance and response;
- 2) nautical charting;
- 3) at-sea weather observations; and
- 4) fisheries stock assessments

CRITICAL FUNCTIONS SUMMARY
(Continued)

Oceanic and Atmospheric Research

Air Resources Laboratory - Modeling dispersion of air pollutants such as gases, nuclear and chemical materials

National Marine Fisheries Service

- 1) Law enforcement of coastal and oceanic laws
- 2) Maintenance of supply of commercial fisheries products (Seafood Inspection)

Office of the General Counsel

- 1) Provide legal service and guidance for all matters that may arise in the conduct of NOAA's missions
- 2) Serve as Chief Legal Officer for NOAA
- 3) Direct and execute NOAA's Continuity of Operations Plan
- 4) Enforcement and compliance monitoring of commercial remote sensing satellites to assure protection of national security and international obligations

Office of Finance and Administration

- 1) Ship emergency radar parts to National Weather Service, Federal Aviation Administration and Department of Defense weather offices (Central Administrative Support Center)
- 2) Time and attendance processing, personnel action processing, insurance issues, etc
- 3) Assist facility managers in assessing safety and security of affected spaces, execute emergency leases, and assist in restoring impacted transportation assets
- 4) Execute emergency acquisitions
- 5) Reallocate funding for emergency travel/other emergency payments
- 6) Provide support services for employees and/or their families.

Chief Information Office

- 1) Provide a focus for IT across the entire spectrum of IT from policy through planning, management, operations, oversight and research.
- 2) Provide centralized management of networks and NOAA's enterprise servers and messaging system
- 3) Manage NOAA's IT security program including coordinating security planning and vulnerability assessments, IT security training for all NOAA personnel and operating NOAA Computer Incident Response Team
- 4) Coordinate development of strategic and operational IT plans to improve NOAA's use of IT
- 5) Lead High Performance Computing and Communication Program in supporting research to enable NOAA to effectively develop and use leading-edge technological innovations

CRITICAL FUNCTIONS LINE OFFICE BREAKDOWN

FOR OFFICIAL USE ONLY

APPENDIX E

SITE B

SITE B LOCATIONS UNDER ACTIVATION SCENARIO ONE

If one or more but less than all Silver Spring facilities is rendered temporarily unusable, key staff from affected Line Offices will relocate to pre-determined locations in other Silver Spring Metro Complex facilities, or other local NOAA facilities.

IF BUILDING 3 IS AVAILABLE:

Senior Line Office staff are authorized to use:
NOAA Administrator's Executive Suite
Silver Spring Metro Complex
Building 3m 15th Floor
Rooms 15537,38,40,46,47, & 48.
Phone numbers: 301-713-3581,82,83

LINE OFFICE BREAKDOWN OF SITE B LOCATIONS UNDER ACTIVATION SCENARIO ONE

1) NATIONAL WEATHER SERVICE (NWS)

In the event Silver Spring Metro Center Building #2 is unusable, NWS will temporarily relocate to:

**U.S. Department of Commerce Administrative Management
System (CAMS) Training Center
201 Perry Parkway
Gaithersburg, MD 20877-2171
301-258-4505
Point of Contact:
CAMS Program Manager
Mildred Ingels
301-427-1009 x119**

Critical positions could work from home assuming uninterrupted, or resumption of, internet/telephone service.

**SITE B LINE OFFICE BREAKDOWN UNDER ACTIVATION SCENARIO ONE
(Continued)**

**2) NATIONAL ENVIRONMENTAL SATELLITE, DATA AND INFORMATION
SERVICE (NESDIS)**

In the event that Silver Spring Metro Center Building #1 is unusable, NESDIS will temporarily relocate to:

**Centre Building
Integrated Program Office
8455 Colesville Rd.
Silver Spring, MD
Point of Contact: John Cunningham
Office Director
(301)-427-2070**

**Federal Building #4
3301 Suitland Road
Suitland, MD
Point of Contact: Helen Wood
Director, Office of Satellite Data
Processing and Distribution
(301) 457-5120**

Critical positions could work from home assuming uninterrupted, or resumption of, internet/telephone service.

3) NATIONAL OCEAN SERVICE (NOS)

The National Ocean Service occupies space in Silver Spring Metro Center Buildings #3 and #4. In the event one or the other is no longer useable, the National Ocean Service will relocate as follows:

If SSMC Building #3 is unusable National Ocean Service senior management will go to:

**Silver Spring Metro Complex Building #4
Conference room #13153
POC: Alan Neuschatz
(301) 713-3056 x159
POC for videoconferencing: John Parker
(301) 713-3050**

If SSMC Building #4 is unusable, National Ocean Service senior management will go to:

**NOAA Administrator's Suite
Silver Spring Metro Complex Building #3, 15th floor (see above for more details)**

If there is a need for additional space, senior management will also occupy:

**SSMC Building 3, 8th floor
Conference room 8836
(301) 713-0443 x192**

**SSMC Building 3 6th floor
Conference Room 6836
(301) 713-2777 x131**

**SITE B LINE OFFICE BREAKDOWN UNDER ACTIVATION SCENARIO ONE
(Continued)**

NOS (Continued)

If there is a need for additional space, senior management will also occupy:

SSMC Building 3, 5th floor
Conference Room 5836
(301) 713-2690 x162

4) OFFICE OF MARINE AND AVIATION OPERATIONS (OMAO)

In the event that Silver Spring Metro Center Building #3 is unusable, OMAO senior management will temporarily relocate to:

**Silver Spring Metro Complex
Building #4, 13th floor
Room 13156
Contact: Noriko Shoji
(301) 713-3074 x133**

5) OCEANIC AND ATMOSPHERIC RESEARCH (OAR)

In the event Silver Spring Metro Center Building #3 is no longer useable, the Office of Oceanic and Atmospheric Research Command and Control Center (OARCC) will relocate to:

**Office of Oceanic and Atmospheric Research
Office of Global Programs
1100 Wayne Ave. RM 1225,
Silver Spring, MD 20910-5603
Contact: Phone (301)427-2089 x136**

(An alternative to this location would be the respective homes of the OARCC key staff. The decision on location of the OARCC will be the acting director of the OAR at the time of the incident)

**SITE B LINE OFFICE BREAKDOWN UNDER ACTIVATION SCENARIO ONE
(Continued)**

6) NATIONAL MARINE FISHERIES SERVICE (NMFS)

In the event Silver Spring Metro Center Building #3 is unusable, NMFS will temporarily relocate to the NMFS Office of Law Enforcement Headquarters located at:

**8484 Georgia Avenue
Suite 415
Silver Spring, MD 20910**

Points of Contact:

Dale Jones	Mark Spurrier
(O) 301/427-2300	(O) 301/427-2300
(C) 301/661-6773	(C) 301/661-1315
(P) 888/946-1963	(P) 888-946-2955
(H) 301/790-0266	(H) 410-552-4886

7) OFFICE OF FINANCE AND ADMINISTRATION (OFA)

In the event Silver Spring Metro Center Buildings 2 and 4 are unusable, the OFA officials listed below will relocate to:

**Silver Spring Metro Complex
Building 3, Room 15405
(301) 713-1966 x125**

Helen Hurcombe, Acting Deputy Chief Administrative Officer
Zane Schauer, Director of Human Resources
Dick Bennett, Acting Director, Acquisitions and Grants, and
Gary Knebel, Director of Facilities

SITE B LOCATION UNDER ACTIVATION SCENARIO TWO

If all four NOAA-SS buildings are unusable, but the same incident has not affected Washington, DC, temporary office space is available to senior officials while damage to Silver Spring buildings is assessed, and short- and long-term plans are developed. This temporary office space is located at:

Department of Commerce
Herbert C. Hoover Building
Room 5125
14th & Constitution Ave., NW
Washington, DC 20230

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APPENDIX F

SITE C

NATIONAL CLIMATIC DATA CENTER

Director, Tom Karl

Federal Building
151 Patton Avenue
Asheville, NC 28801-5001
(828) 236-4720 (24/7 Duty Officer)

(828) 271-4476 (Office - Direct)
(828) 271-4800 (Office - Main)
(828) 231-0552 (Cell)
(828) 236-4270 (Pager)
(828) 251-5453 (Home)

Additional details are forthcoming.

APPENDIX G

VITAL RECORDS PLAN

NOAA's Records Management Office in conjunction with NOAA's CIO Office is developing a Vital Records Plan to identify the records that are vital to the continued operation of NOAA in the event of an emergency. The records to be included in the Plan are vital to NOAA's continued operations or for the protection of legal and financial rights. The following list contains examples of both types of records:

Emergency-operating records:

- Orders of Succession
- Delegations of Authority
- Emergency staffing assignments
- Building plans and building systems operations manuals
- Copies of agency program records needed to carry out continuing critical functions.
- System documentation for any electronic information systems designated as emergency-operating records.

Records needed to protect rights:

- Accounts-receivable records
- Official Personnel folders
- Social security records
- Payroll records
- Retirement records
- Insurance records
- Any records relating to contracts, entitlement, leases or obligations whose loss would impose a significant risk.
- System documentation for any electronic information systems designated as records needed to protect rights.

Only those records series or electronic information systems *most critical* to emergency operations or the preservation of legal or financial rights should be designated.

Each NOAA Line and Staff Office will identify which of its records are needed to fulfill its responsibilities for continuation or resumption of essential functions. After an inventory is conducted to designate the vital records, protection methods and storage sites will be chosen. Training will be given to all employees responsible for the vital records program.

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APPENDIX I

TRAINING, TESTING AND EVALUATIONS

Work with Steering Committee to help exercise and evaluate COOP drills. Perform a senior level evaluation after each exercise within 48 hours. Consolidate a “lessons learned” list.

1. Telephone Recall (Semi Annually)

Rationale: Contact all personnel to ensure numbers and contact mechanisms are up to date.

Measure of Success: All critical personnel contacted within three hours during work week period (Mon 0600 - Friday 1700)

2. Scenario Simulation (Annually)

Devise a scenario that requires COOP implementation and also imposes degraded communications. Provide problem cards to remove selected personnel from the situation.

Rationale: Degrade communication capabilities in order to assess ad-hoc decision-making capability

Measure of Success: During normal working hours was each Line Office able to locate and be ready to deploy their team to Site C within two hours of scenario implementation?

3. Full COOP Simulation (Annually)

Devise a scenario that requires COOP implementation and also imposes degraded communications. Provide problem cards to remove selected personnel from the situation. Direct that each Line Office dispatch personnel to Site C for 24 hours and assume critical functions.

Rationale: Degrade communication capabilities in order to assess ad-hoc decision making capability.

Measure of Success: Was each Line Office able to locate and begin deployment of their team to Site C within two hours of scenario implementation?

SITE VULNERABILITY ANALYSIS

Since 1994, the Federal Protective Service has analyzed each of the four buildings in the NOAA Silver Spring Metro Complex. NOAA received the last report in January 2002. The four separate reports are under review and will be summarized. The summary will be included in this COOP document. Expected completion date, third quarter, 2002.

APPENDIX K

**OCCUPANT EMERGENCY PLAN FOR THE
SILVER SPRING, MD COMPLEX (SSMC)**

EMERGENCY PHONE NUMBERS

FIRE	911
POLICE	911
AMBULANCE	911
FEDERAL PROTECTIVE SERVICE	(202) 708-1111
FACILITIES	713-2227
HEALTH UNIT SSMC 2	713-0545
HEALTH UNIT SSMC 3	713-2617
NOAA SAFETY OFFICER	713-1954
NOAA SECURITY FIELD OFFICE	713-0954
GUARD MONITORING OFFICE	713-2413

SSMC

Based upon the type of emergency, employees are to respond as follows:

MEDICAL EMERGENCY: Call 9-911 for Montgomery County Emergency Response Personnel. Also, call the SSMC Guard Command Center at 713-0333, who in turn will notify the HEALTH UNIT.

BOMB THREAT: If you receive a bomb threat call, attempt to obtain as much information as possible from the caller, and then trace the call (see Threatening phone calls). Report the threat to the SSMC Guard Command Center at 713-0333.

FIRE: If you discover a fire you should:

1. Pull the nearest fire alarm.
2. Report the fire location to the Emergency Command Center after you evacuate the area by the closest stairwell.

THREATENING TELEPHONE CALLS: The following instructions apply to all users of the Washington Interagency Telecommunications System (WITS) and GSA CENTREX systems in the National Capital Region (NCR) whenever such a call is received. These procedures must be followed promptly before another call comes in on the same line.

* Write down the time and telephone number that the call came in on.

* After the conversation is finished, hang up for only a few seconds, then pick the receiver back up.

* On the same line that the call came in on, perform the following:

Listen for a dial tone.

Dial the special **CALL TRACE** code for your telephone system (Do not dial 9 first).

TOUCH TONE: *57

ROTARY: 1157

* Listen to the confirmation announcement, which should advise you that an automatic line trace have been activated in the WITS or the CENTREX system. In some cases, the recording may state that an automatic trace **cannot** be activated on your line. In either case hang up the phone and call the Federal Protective Service (FPS) on 708-1111 (do not dial 9 first). Provide FPS with the date, time, your name, your telephone number, and a description of the call.

* Call the SSMC Guard Command Center at 713-0333 to report the call and the actions you have taken.

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HAZARDOUS MATERIAL SPILL: Evacuate the area and call the Facilities Office at 713-2222 to report the location of the spill and the type of material involved in the spill.

OCCUPANT EMERGENCY EVACUATION PLAN

1.0 INTRODUCTION:

Federal Property Management Regulations require that Federal agencies establish and maintain an Occupant Emergency Evacuation Plan for the safety and security of personnel.

This document will be the Occupant Emergency Evacuation Plan for all NOAA facilities located in the Silver Spring Metro Center (SSMC) complex, Silver Spring, Maryland.

2.0 RESPONSIBILITY/DESIGNATIONS

2.1 DESIGNATED OFFICIAL AND EMERGENCY COMMAND CENTER LEADER

The designated official for NOAA in Silver Spring Metro Center is Roy Eckert, Chief, Facility, Acquisition and Management Division. He is responsible for the development of the Occupant Emergency Evacuation Plan, and its biannual revision. He also serves as the LEADER of the EMERGENCY COMMAND CENTER.

2.2 OCCUPANT REPRESENTATIVES

These people are the senior managers or designee for each organization occupying space in the building. They are as follows:

SSMC I	NESDIS	Gregory Withee
SSMC II	NWS	John Jones
	OFA	Dave Littleton
	SAO	Kim Chamberlain
	NESDIS	Richard Barth
	NOAA STORE	Manager
	SATO	Manager
SSMC III	NESDIS	Kurt Schnebele
	COPO	John Wickham
	GCNR	Mary O'Connell
	NMFS	James Czerwonky
	OMAO	David Peterson
	OAR	Mary Langlais
	GCF	Maggie Hayes
	IG	Ron Lieberman
	HPCC	William Trunbull
	NODC	Robert Gelfeld
	NOS	Charley Challstrom
	NESDIS	Kurt Schnebele
	SAO	Kim Chamberlain
	IMPREST	Manager
	FITNESS CENTER	Manager
	DAYCARE CENTER	Manager
	CAFETERIA	Manager
	BLIND STAND	Manager
SSMC IV	NOS	Ted Lillestolen
	OFA	David Murdock
	FAA	Terry Laydon
	GCOS	Karl Gleaves
	BLIND STAND	Manager
	OPA	Michelle Crockett

3.0 OCCUPANT COORDINATORS

These individuals are chosen by the OCCUPANT REPRESENTATIVES, and are responsible in conjunction with organizational supervisors for identifying FLOOR MONITORS and designated back-ups for each floor occupied by their organization. They are additionally responsible for maintaining a list of physically challenged employees on their floors, and ensuring that each physically challenged person is assigned two or more buddies who will be responsible for assisting physically challenged individuals in vacating the building. They will also be responsible for scheduling all training called for in the evacuation plan. Dissemination of the EMERGENCY OCCUPANT PLAN to all employees within their organization is the responsibility of this individual. These individuals are as follows:

SSMC I		Ralph Conlin
SSMC II	NWS	Olga Kebis
	SAO	Kim Chamberlain
	OFA	Dave Rimas Liogys
	NOAA STORE	Manager
	SATO	Manager
SSMC III	GCF	Maggie Hayes
	GCNR	Mary O'Connell
	NMFS	Natalie Huff
	OMAO	David Peterson
	OAR	Cherraceitta Taylor
	NOS	Kathryn Rhoden
	SAO	Kim Chamberlain
	NODC	Helen Gibson
	IG	Ron Lieberman
	COPO	John Wickham
	HPCC	William Trunbull
	IMPREST	Manager
	FITNESS CENTER	Manager
	DAYCARE CENTER	Manager
	CAFETERIA	Manager
	BLIND STAND	Manager
SSMC IV	NOS	Kathryn Rhoden
	FAA	Fred Anderson
	OFA	Bernie Denno
	GCOS	Martin Freeman
	BLIND STAND	Manager
	OPA	Michelle Crockett

4.0 FACILITIES ACQUISITION & MANAGEMENT DIVISION

The NOAA Facilities Acquisition and Management Division play a diverse role in responding to emergency situations. Responsibilities of this group include:

1. The Chief, Asset Management Team, will be a member of the BUILDING RESPONSE TEAM and will be knowledgeable of all building systems.
2. The Asset Management team member within the Asset Management Team who is responsible for the building having the emergency will be a member of the EMERGENCY COMMAND CENTER. This individual will be responsible for maintaining an active list of locations for all power, water, and gas shutoffs, in addition to locations for all fire protection and suppression systems. Responsibility to maintain this list and bring it to the EMERGENCY COMMAND CENTER when an emergency occurs lies with the Section Chief.
3. The Safety Officer will be a member of the BUILDING RESPONSE TEAM, be knowledgeable in emergency response procedures, and be able to supply a list of hazardous chemicals to emergency personnel.
4. The Chief of Security will be a member of the EMERGENCY COMMAND CENTER TEAM. He/she will be responsible for providing instructions to the NOAA contract guards and coordinating crowd control.
5. The Chief, Asset Planning & Accounting Relocation Team shall be the COMMUNICATION COORDINATOR for the EMERGENCY COMMAND CENTER.
6. The Asset Management Team will assign one employee to assist the Day Care with the evacuation of the Center. (See appendix B for the Day Care Center's Evacuation Plan).

5.0 The LESSOR'S BUILDING MANAGER

The lessor's building will be the senior person on duty representing the management firm or company, which oversees daily operation of the building.

6.0 SECURITY

Security will be responsible for:

1. **In SSMC I:** positioning a guard at each exit of the building to direct employees under the Metro bridge and a guard at the Metro bridge. The Roving Guards will report to the Guard Supervisor in front of the building for their duty assignments.
2. **In SSMC II:** positioning a guard at the entrance, of the loading dock road to direct employees under the Metro bridge and a guard at the Metro bridge. The Roving Guards will

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report to the Guard Supervisor in front of the building for their duty assignments.

3. **In SSMC III:** closing the loading dock, positioning guards at the Plaza level, entrances to the garage, and manning the guard command post. The Guards will direct employees to the far side of the Wave Pool. The Roving Guards will report to the Guard Supervisor in front of the building for their duty assignments.

4. **In SSMC IV:** positioning guards at the entrance and at the East West Hwy. Fire exit door to direct employees past the Wave Pool. The Roving Guards will report to the Guard Supervisor in front of the building for their duty assignments.

5. In the event of a SSMC wide evacuation, Security will do all of the above except the Guard Supervisor will be in front of SSMC III and any available guard will report there for their duty assignments.

7.0 FLOOR MONITORS

Floor monitors will be designated by the OCCUPANT COORDINATORS. They will be responsible for:

1. Ensuring that all persons have vacated the floor and ensuring that persons unable to negotiate the stairs have assistance and have started down the stairs. If any employee refuses to either vacate the floor or move to the stairwell area, their name should be noted, and reported to the Emergency Command Center Leader.

2. Reporting to the EMERGENCY COMMAND CENTER COMMUNICATION COORDINATOR either in person, or by radio (if applicable, see appendix A for SSMC 2), that the floor has been vacated and identifying any other associated problems.

3. Remain at the Command Center or in communication with the Command Center for further directions.

4. Each floor monitor will be issued a hat to ensure that they can be readily identified during an emergency.

5. Coordinate an annual training class on the use of the **evacu-trac** chair. Training is provided by the NOAA Safety Officer located within the Facilities Management Division.

8.0 ASSISTING EMPLOYEES (Buddies)

Their primary duties are:

1. Transporting the employee in the evacu-trac chair.

2. Coordinating with floor monitors and reporting number of people in evacu-trac chairs

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and evacuation status of the floor.

3. Receive yearly training on the use of the evacu-trac.

9.0 PROCEDURES DURING EVACUATION

9.1 ESTABLISHMENT OF AN EMERGENCY COMMAND CENTER

Whenever a building, or a portion of a building is evacuated, an EMERGENCY COMMAND CENTER will be established. Members of the CENTER will include:

1. THE COMMAND CENTER LEADER
2. OCCUPANT REPRESENTATIVES FOR EACH BUILDING VACATED
3. CHIEF, SECURITY
4. COMMUNICATION COORDINATOR
5. ASSET MANAGEMENT TEAM MEMBER ASSIGNED TO BUILDING BEING EVACUATED

The COMMAND CENTER will be located across East West Highway, directly across from the building that has the emergency. If multiple buildings are being evacuated, the CENTER will be at the entrance to Giant Shopping Center across from SSMC II. A sign designating the area as the COMMAND CENTER will be provided by the COMMAND CENTER LEADER. The COMMAND CENTER will coordinate all aspects of the emergency including interface with the Building Response Team. Any determination regarding the need to dismiss employees will be made by the EMERGENCY COMMAND CENTER LEADER.

9.2 ESTABLISHMENT OF THE BUILDING RESPONSE TEAM

For any building (or part thereof) having an emergency, the following individuals will report to the lobby of the building:

1. CHIEF, ASSET MANAGEMENT
2. THE LESSOR'S BUILDING MANAGER
3. THE SECURITY GUARD
4. THE SAFETY OFFICER

These individuals will be responsible for interfacing with on-site Montgomery County emergency response personnel. The SECURITY GUARD shall be responsible for ensuring that no personnel, other than authorized individuals, remain in the lobby, and that NOAA employees do not re-enter the building(s) until instructed to do so. It will be the responsibility of the CHIEF, ASSET MANAGEMENT BRANCH to report to the EMERGENCY COMMAND CENTER the status of the emergency, and when, or if, conditions warrant to authorize reoccupancy of the building. Also, the COMMAND CENTER COMMUNICATOR COORDINATOR will apprise the CHIEF, ASSET MANAGEMENT BRANCH, of any

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employees who have been unable to vacate the building. This information will be given to County emergency response personnel immediately upon their arrival. Should the emergency necessitate potential dismissal of employees, the COMMAND CENTER LEADER will consult with the OCCUPANT REPRESENTATIVES, and a decision will be made. Should dismissing employees be required, it will be subsequently announced by the Command Center Leader.

9.3 ABLE BODIED EMPLOYEE EVACUATION

If an emergency requires evacuation of the building (or any part thereof), people will be notified by either the fire alarm system or the emergency voice system. If an alarm is sounded on a given floor, the alarm system will signal on that floor, the floor above, and the floor below. For example, an alarm condition of the fourth floor will signal on the third, fourth, and fifth floors. People on the floors on which the alarm signals should immediately evacuate the building using the closest stairwell. Do NOT attempt to use the elevators. People located on other floors need not evacuate. If the emergency condition spreads, you will be notified to evacuate as needed either via the alarm signal or the emergency voice system. The need for further evacuation is decided by the on-scene fire commander or the EMERGENCY COMMAND CENTER LEADER. Able-bodied employees exiting the building are to report to the following areas:

SSMC I and II: After exiting the stairwell, proceed to Colesville Road, go under the METRO train tracks, and congregate in front of the entrance to the METRO station.

SSMC III and IV: After exiting the stairwell, proceed to the far side of the wave pool adjacent to SSMC IV.

9.4 PHYSICALLY CHALLENGED EMPLOYEE EVACUATION

Physically challenged employees, who cannot negotiate the stairs and their designated buddies, will assemble in the elevator lobby, relocate into the evacu-trac chairs, and then after the hallway clears be taken to the closest stairwell for evacuation. Evacu-trac chairs should not enter the stairwell until the flow of able-bodied individuals have passed. Physically challenged employees should be evacuated one floor below the last floor where the fire alarm is sounding. Upon exiting one floor below where the alarm is sounded, the evacu-trac chairs should be guided into the elevator lobby on the floor, and remain there until further notification is given. In the event the building must be fully evacuated, the alarm will sound on all floors. Should this occur, the evacu-trac chairs should enter the stairwell after the flow of able-bodied individuals have passed, and exit the building. The following areas have been designated for interim accommodation of individuals in Evacu-trac chairs:

SSMC I and II employees in Evacu-trac Chairs should be taken to the lobby of SSMC III.

SSMC III and IV employees in Evacu-trac chairs should be taken to the lobby of SSMC III.

NOTE: In the unlikely event of a full campus emergency requiring that multiple buildings be

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evacuated, employees in Evacu-trac chairs should be taken to the Lenox Park Apartments on the corner of East West Highway and Colesville Road.

It will be the responsibility of the EMERGENCY COMMAND CENTER LEADER to advise employees in Evacu-trac chairs (and their buddies) when the building is suitable for reoccupancy, and to coordinate elevator priority. The foregoing represents the Occupant Emergency plans in affect for the Silver Spring Metro Center Campus.

DESIGNATED OFFICIAL: Roy Eckert, Chief Facility Acquisition and Management Division

APPENDIX A

Floor monitors in SSMC II

When the fire alarm sounds and strobe lights are flashing, each floor monitor shall immediately retrieve the radio from the black box located on each floor lobby and activate it to establish a communication link to the Command Center as follows:

- Turn the radio on
- Select operating channel 1
- Listen for any instruction from the Command Center

Floor monitors shall listen for instructions from the Command Center to determine the extent and nature of the emergency incident and any special messages to follow. At this stage he/she should not try to transmit any message to the Command Center via the radio.

Only unusual circumstances, such as a person resistant or unable to leave the floor, or other serious and possibly life-threatening occurrence shall be reported. Otherwise, the floor monitors will follow this recommended procedure for radio communication:

1. When the Command Center is established and emergency team members are ready to receive the evacuation status report, the Command Center will call each floor asking for a status report.
2. The floor monitor in charge shall immediately respond and transmit the message in the following manner:

**FLOOR CLEAR, PEOPLE IN EVACU-TRAC CHAIRS
DESCENDING/DESCENDED STAIRWAY I AND PEOPLE
DESCENDING/DESCENDED STAIRWAY II, OVER**

or:

FLOOR IS NOT CLEAR. (State problem).

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3. Do not disrupt ongoing communication and wait for your turn.

NOTE: If you have not been called during the evacuation, and you have a serious problem during the evacuation, attempt to establish communication.

Otherwise, the lead floor monitor shall physically report his/her floor status to the Command Center.

APPENDIX B

Fire Evacuation Plan

Bright Horizons Children's Center at NOAA

The objective of this plan is to reduce the possibility of harm to the children, faculty and visitors to the center in the event of an emergency. Care must be taken to ensure that all occupants are aware of the following basic procedures:

1. Become familiar with the location of exits (EVACUATION ROUTES ARE POSTED IN EACH CLASSROOM).

2. Become familiar with the location of the nearest building fire alarm and pull station and their operation.

3. Faculty should not attempt to secure or recover items of clothing or personal property after the fire alarm has sounded.

4. Immediately evacuate the building upon hearing the building fire alarm. Proceed to the west side of the playground (a designated safe haven) and take attendance. Each classroom shall take their emergency information binder (containing attendance sheets and children's emergency cards). The Director or the designee shall take the cellular phone, the Facilities radio and the center wide emergency Information binder. The faculty and children shall wait at the safe haven for further instruction from either a facilities representative (who will stay with the staff for the duration of the emergency) or a fire fighter. If a decision is made to evacuate the building the children and faculty will proceed down the stairs on the west side of the playground and proceed to the lobby museum of SSMC II. Once in SSMC II lobby museum, the Director, in consultation with the command center, will determine if parents should be notified to come and pick up their children. This decision will be based on the expected time out of the center or the nature of the emergency. If the campus is evacuated in its entirety the children will be taken to the Lenox Park apartments.

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In each classroom an evacuation diagram shall be posted indicating the following:

- 1. Primary and secondary exit routes.**
- 2. The location of the safe haven.**
- 3. Fire alarm manual pull stations.**
- 4. Fire extinguishers.**

The Bright Horizons Safety Coordinator will inspect the Center each morning for the following:

- 1. All exit doors are unlocked and accessible to Center occupants.**
 - 2. All exit lights work properly.**
 - 3. All corridors and door exits are clear.**
- All faculty members will be advised of proper fire protection practices.**
 - Infants will be evacuated in designated evacuation cribs.**

NOTE: Evacuation supplies for the Center will be located in each evacuation crib.

**In case of a fire or drill, all personnel shall leave the building in an orderly manner-
-Walk, Don't Run. The Director or designee shall search all rooms in the Center-closing
all doors before leaving.**

Directions to Site C

VIA I-95S

Merge onto I-495 [I-95] (West)	6.2
Bear RIGHT (South) onto I-95	92.1
At I-95 Exit 79/I-64 I-95 Exit, bear LEFT (South) onto I-64 [I-95]	3.2
Continue (East) on I-95	24.3
At I-85 Exit 6869/I-95 Exit 51, bear RIGHT (South-West) onto I-85 [US-460]	139.8
Entering North Carolina	
Bear LEFT (West) onto I-40 [I-85]	28.2
Continue (South) on I-85 [I-40]	10.4
Bear RIGHT (West) onto I-40	165.8
At I-40 Exit 53/I-240 Exit 9, bear RIGHT (West) onto I-240 [US-74]	4.3
At I-240 Exit 5, turn LEFT (South-East) onto US-25 [Broadway St]	0.3
Turn RIGHT (West) onto Patton Ave	0.3
End: Arrive 151 Patton Ave, Asheville, NC 28801	

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Directions to Site C

VIA I-66W

Stay on 14th St NW (South)	0.4
Turn RIGHT (West) onto US-50 [Constitution Ave NW]	1.0
Bear RIGHT (West) onto Ramp	0.3
Merge onto I-66 [US-50] (West)	75.5
Entering Virginia	
At I-81 Exit 300/I-66 Exit 1, turn LEFT (South-West) onto I-81	79.2
At I-81 Exit 221/I-64 Exit 90, continue (South-West) on I-64 [I-81]	30.3
Continue (South) on I-81	109.7
At I-77 Exit 81, bear RIGHT (West) onto I-77 [I-81]	8.9
At I-77 Exit 40/I-81 Exit 72, bear LEFT (West) onto I-81 [US-52]	91.8
Entering Tennessee	
At I-81 Exit 57/I-181 Exit 46, turn LEFT (South-East) onto I-181 [US-23]	15.3
At I-181 Exit 31, continue (South) on US-19 W [US-23]	16.1
At US-19 W US-23 Exit, bear RIGHT (South-West) onto US-23	25.2
Entering North Carolina	
Bear RIGHT (South) onto US-19 [US-23]	18.5
At I-240 Exit 4, bear LEFT (East) onto Patton Ave	0.6
End: Arrive 151 Patton Ave, Asheville, NC 28801	

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Directions to Site C

VIA SSMC

Depart East-West Hwy, Silver Spring, MD 20910 on East-West Hwy (West)	0.2
Turn LEFT (East) onto SR-410 [East-West Hwy]	0.4
Turn LEFT (North) onto SR-390 [16th St]	0.9
Turn LEFT (North-West) onto SR-97 [Georgia Ave]	0.6
Turn off onto Ramp	0.1
Merge onto I-495 [I-495 Outerloop] (West)	16.8
Entering Virginia	
Turn off onto Ramp	0.3
Merge onto I-66 [Custis Memorial Pky] (West)	64.8
At I-81 Exit 300/I-66 Exit 1, turn LEFT (South-West) onto I-81	79.2
At I-81 Exit 221/I-64 Exit 90, continue (South-West) on I-64 [I-81]	30.3
Continue (South) on I-81	109.7
At I-77 Exit 81, bear RIGHT (West) onto I-77 [I-81]	8.9
At I-77 Exit 40/I-81 Exit 72, bear LEFT (West) onto I-81 [US-52]	91.8
Entering Tennessee	
At I-81 Exit 57/I-181 Exit 46, turn LEFT (South-East) onto I-181 [US-23]	15.3
At I-181 Exit 31, continue (South) on US-19 W [US-23]	16.1
At US-19 W US-23 Exit, bear RIGHT (South-West) onto US-23	25.2
Entering North Carolina	
Bear RIGHT (South) onto US-19 [US-23]	18.5
At I-240 Exit 4, bear LEFT (East) onto Patton Ave	0.6
End: Arrive 151 Patton Ave, Asheville, NC 28801	

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Directions to Site C

VIA U-29

Depart 14th St NW & Constitution Ave NW, Washington, DC 20004 on US-50 [Constitution Ave NW] (West)	1.0
1: Bear RIGHT (West) onto Ramp	0.3
2: Merge onto I-66 [US-50] (West)	0.4
3: Turn off onto Ramp	0.3
4: Entering Virginia	
5: Continue (West) on US-50 [Arlington Blvd]	1.1
6: Bear RIGHT (South-West) onto Ramp	0.2
7: Merge onto SR-237 [10th St N] (West)	0.6
8: Turn LEFT (South) onto Wilson Blvd	3.2
9: Bear RIGHT (West) onto Arlington Blvd	0.1
10: Continue (West) on US-50 [Arlington Blvd]	0.2
11: Continue (West) on Arlington Blvd	2.6
12: Turn LEFT (South) onto Cedar Hill Rd	< 0.1
13: Turn RIGHT (West) onto US-50 [Arlington Blvd]	3.7
14: Continue (West) on US-29 [US-50]	2.7
15: Bear RIGHT (West) onto US-29 [Lee Hwy]	2.5
16: Bear RIGHT (West) onto Lee Hwy	0.8
17: Continue (West) on US-29 [Lee Hwy]	3.5
18: Continue (West) on Ramp	0.4
19: Merge onto I-66 [Custis Memorial Pky] (West)	8.7
20: At I-66 Exit 43A, turn off onto Ramp	0.8
21: Continue (West) on US-29 [Lee Hwy]	4.1
22: Bear LEFT (South) onto US-15 [US-29]	33.4

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23: At US-15 US-29 Exit, continue (West) on US-29 [James Monroe Hwy]	43.7
24: At US-29 US-250 Exit, turn RIGHT (North-West) onto US-250	11.6
25: At I-64 Exit 107, bear RIGHT (West) onto I-64	12.8
26: At I-64 Exit 94, bear LEFT (West) onto US-340 [Stuarts Draft Hwy]	12.0
27: Bear RIGHT (West) onto SR-340 Y	0.1
28: Turn RIGHT (North) onto US-11 [Lee Jackson Hwy]	0.2
29: At I-64 Exit 213, turn LEFT (South-West) onto I-64 [I-81]	21.8
30: Continue (South) on I-81	109.7
31: At I-77 Exit 81, bear RIGHT (West) onto I-77 [I-81]	7.7
32: At I-77 Exit 73, bear LEFT (West) onto US-11 [RTE-11]	5.9
33: Bear RIGHT (North-West) onto Connecting Rd	0.1
34: At I-81 Exit 67, bear LEFT (West) onto I-81	38.1
35: At I-81 Exit 29, bear LEFT (South) onto SR-91	0.2
36: Bear RIGHT (South) onto US-11 [SR-91]	9.5
37: At I-81 Exit 19, bear LEFT (West) onto I-81 [US-58]	14.1
38: At I-81 Exit 5, continue (West) on US-11 (E) [US-19]	25.0
39: Entering Tennessee	
40: At I-181 Exit 35, bear LEFT (East) onto I-181 [US-19 W]	3.6
41: At I-181 Exit 31, continue (South) on US-19 W [US-23]	16.1
42: At US-19 W US-23 Exit, bear RIGHT (South-West) onto US-23	25.2
43: Entering North Carolina	
44: Bear RIGHT (South) onto US-19 [US-23]	18.5
45: At I-240 Exit 4, bear LEFT (East) onto Patton Ave	0.6
End: Arrive 151 Patton Ave, Asheville, NC 28801	